COVID-19 Business Recovery Guidance

*In order to operate safely, businesses need to consider many important health and safety factors **before reopening**. This may mean changing operating procedures, if necessary, to protect both employees and customers.*

Symptom Monitoring
- Encourage staff to take temperature before each shift
- Could take temperature of each employee as they enter
- Consider a mechanism to have the staff document that they are symptom free (online check-in)

Policies
- Consider liberal leave policies for employees who become sick
- Encourage employees to stay home when sick (consider paid sick leave)
- Strongly recommend the use of face masks at all times while at work
- Consider special accommodations for vulnerable employees, such as working from home

Social Distancing
- Continue to practice social distancing standard of staying 6 feet apart
- Return to work in phases, if possible – re-establish services in order of essential need
- Implement telecommuting practices by allowing staff whose jobs can be performed remotely to work from home
- Consider rotating work schedules to limit number of staff in the office at once
- Consider staggering start times to limit number of staff in the office at once
- Continue to avoid face-to-face meetings of 10 or more people
- Install plexiglass or barriers between employees and the public
- Consider reducing maximum occupancy limits
- Discourage staff from convening together at lunch or break times
- Consider closing common areas where people are likely to congregate

Sanitization
- Need to be able to procure hand sanitizer, soap, personal protective equipment (PPE) and disinfectant
- Provide hand sanitizer at entry
- Provide places to wash hands
- Provide employees with proper PPE as needed
- Disinfect frequently used items and/or surfaces
- Place paper towels in the restrooms as opposed to air dryers
- Conduct additional cleaning of high-touch areas

Travel
- Minimize non-essential travel
- Adhere to Centers for Disease Control and Prevention (CDC) guidelines regarding isolation following travel: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html

Information contained in these guidelines was pulled from the CDC website https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html. Guidelines are subject to change as the state and federal information changes.

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